

# **Buckley's Style Manual**

**Formatting Instructions  
For Typing Research Papers**

**Using Notes To Cite Information  
In the Text**

**Guidelines For Citing Resources  
In a Bibliography**

**Buckley Country Day School  
2001**

## **Formatting Instructions for Typing a Research Paper**

### **Page Margins**

- 1 inch maximum for top and bottom margins
- 1.25 inches maximum for left and right margins

### **Page Setup**

The **student's full name, teacher's name, and date** must appear on the first page of a research paper. If a paper is more than one page the student's **last name** must appear in the top left corner for each additional page. Page numbers must be typed at the bottom for papers with 2 or more pages. This can easily be done using headers and footers.

### **Font Style**

**Times New Roman**, or **Arial** are the only two acceptable font styles for typed research papers.

### **Font Size**

The body of the text in a research paper must be typed with a **12-point** font size. Headings such as paper titles may be enlarged to a maximum size of 16-point.

## **Using Notes to Cite Information**

Your teacher will determine whether the research paper you are typing must use endnotes, footnotes, or notes in text. Microsoft Word automatically numbers and formats endnotes and footnotes.

### **Endnotes**

These are numbered citations in the body of the text that are keyed to the list of citations placed at the end of the typed paper before bibliography at the end.

### **Footnotes**

These are numbered citations in the body of the text that are keyed to citations placed at the bottom of the page on which they appear. The bibliography is placed at the end of the paper.

### **Notes in Text**

Instead of using endnotes, or footnotes, the author's last name for the work used and the page number where the took the information may be placed in parenthesis within the body of the text. For example (Smith, 34)

## **Guidelines for Citing Resources**

A **BIBLIOGRAPHY** is a list of sources including books, newspapers, magazines, interviews, CD ROMs, and web sites used by the researcher for a written paper, oral report, presentation, etc. All the sources used are listed alphabetically by the first word in the entry except *A*, *An*, or *The*.

- **Note:** Pay attention to punctuation, spacing, and capitalization.

### **BOOKS**

- **Note:** Book sources must be either underlined, Poetry, or italicized, *Poetry*.

#### **One Author**

Smith, Jane. Poetry. New York: Harper & Row, 1986.

(Author's last name, Author's first name. **Title**. Place of publication: Publisher, copyright date.)

#### **Two or More Authors**

Smith, Jane and John Rock. Poetry First. New York: Harper & Row, 1993.

(Author's last name, Author's first name and Author's first name Author's last name. **Title**. Place of publication: Publisher, copyright date.)

#### **Editor**

Doe, Thomas. ed. Children in Ancient Rome. Detroit: Time Life, 1992.

(Editor's last name, Editor's first name. ed. **Title**. Place of publication: Publisher, copyright date.)

#### **No Author**

The World of Mammals. Washington: National Geographic Society. 1987.

(**Title**. Place of publication: Publisher, copyright date.)

### **PERIODICAL ARTICLES**

- **Note:** Title of periodical articles must be in quotes. They are not underlined or italicized.
- **Note:** The title of the periodical must be underlined or *italicized*.
- **Note:** The dates of a periodicals may vary. Some include the day, month and year, others list only the month and year.

Terry, Karen. "A Passion for Beaver Pelts." Cobblestone. December 1991: 7-9.

(Author's last name, Author's first name. "Title of the article in quotes." **Name of periodical**. Date of periodical: page numbers of the article.)

## **ENCYCLOPEDIA ARTICLES**

- **Note:** If an encyclopedia arranges its articles in alphabetical order, you may omit the volume and page numbers.
- **Note:** If an encyclopedia is not arranged alphabetically, you must include the volume number, and the page number(s) of the article.

### ***Authored Articles***

Smith, John F. "Poetry." The World Book Encyclopedia. Chicago: World Book Inc., 1994 ed.  
(**Author's last name, Author's first name. "Title of the article in quotes." Name of encyclopedia. Place of publication: Publisher, copyright date.**)

### ***No Author***

"Butterflies." The Insect Encyclopedia. Vol. 4. New York: Scholastic, 1993. 246-253..  
(**"Title of the article in quotes." Name of encyclopedia. Volume number. Place of publication: Publisher, copyright date. Page numbers**)

## **WEB SITES**

- **Note:** URL stands for "Uniform Resource Locator" otherwise known as the web address.
- **Note:** The web address when typed in a bibliography must include http:// as part of the URL
- **Note:** The date a web page was created, or revised, is usually located at the bottom of the home page for the web site. It may appear as *March 28, 2000, March 2000, or 2000*. Write the date in your bibliography according to the information listed on the page.

### ***Web site with an author***

Abilock, Debbie. "[Research Advice for a Complex Topic](http://nuevaschool.org/~debbie/library/research/advice.html)." 9 Sept. 1997. Nueva School. 31 Dec. 1997. <<http://nuevaschool.org/~debbie/library/research/advice.html>>.  
(**Author's last name, Author's first name. "Title of the web page in quotes." Date it was created or last revised. Institution. Date you saw it. <URL>**)

### ***Web site without an author***

"Ancient Greece." 1998. Universal Artists, Inc. 24 April 2001. <<http://www.ancientgreece.com>>.  
(**"Title of the web page in quotes." Date it was created or last revised. Institution. Date you saw it. <URL>**)

"Ancient Greek Art & Architecture." Ancient Greece. 1998. Universal Artists, Inc. 24 April 2001. <<http://www.ancientgreece.com>>.  
(**"Title of part of the web page in quotes." Title of the home page. Date it was created or last revised. Institution. Date you saw it. <URL>**)

## **ONLINE DATABASES**

Lanken, Dane. "When the Earth Moves." Canadian Geographic March-April 1996: 66-73.

MasterFile Premier on-line. EBSCO Publishing. 15 April. 1998

<<http://www.epnet.com/ehost/login.html>>.

**(Author's last name, Author's first name. "Title of work." Article's original source and publication date: page numbers. Product name. Date student visited the site. <URL>.)**

## **CD-ROM**

### ***No Author***

"Common Butterflies." Butterflies and Moths. CD-ROM. New York: Botanical Gardens, 1993.

**("Title of article, or segment." Title of the CD-ROM. Medium. Place of Publication: publisher, copyright date.)**

### ***Author***

Parker, Jane. "Common Butterflies." Butterflies and Moths. CD-ROM. New York: Botanical Gardens, 1993.

**(Author's last name, Author's first name. "Title of article, or segment." Title of the CD-ROM. Medium. Place of Publication: publisher, copyright date.)**

## **VIDEO**

**Fish** Videocassette. London: Dorling Kindersley Ltd. 1994.

**(Title. Medium. Publisher, copyright date.)**

## **TELEVISION TRANSCRIPTS**

The First American. Narr. Hugh Downs. Writer and prod. Craig Fisher. NBC News Special.

**(Title of program. Narrator host name. Writer and/or producer. Title of Network program.)**